

**MEETING MINUTES**  
***Monroe County Income Tax Council***  
***Public Safety Local Income Tax Committee***

***City Council Chambers***  
**Bloomington City Hall, 401 N. Morton Street, Bloomington, Indiana**  
**July 11, 2018**

Scott Oldham called the meeting to order at 5:32 p.m.

1. ROLL CALL AND INTRODUCTIONS

Committee members present: Susan Sandberg (Bloomington Common Council), Isabel Piedmont-Smith (Bloomington Common Council), Dorothy Granger (Bloomington Common Council), Shelli Yoder (Monroe County Council), Cheryl Munson (Monroe County Council), Scott Oldham (Ellettsville Town Council), Lois Purcell (Stinesville Town Council)

Committee members absent: Jim Sims (Bloomington Common Council)

Staff present: Dan Sherman (Council Attorney/Administrator, City of Bloomington), Jeff Schemmer (Communications Manager, Monroe County Central Emergency Dispatch), Jeffrey Underwood (Controller, City of Bloomington), Michael Rouker (City Attorney, City of Bloomington), Jason Moore (Fire Chief, City of Bloomington), Michael Diekhoff (Police Chief, City of Bloomington)

2. AGENDA SUMMATION

Oldham gave a summary of the agenda.

3. MINUTES

Sandberg moved and it was seconded to approve the minutes of June 18, 2018 as corrected. The motion was approved by voice vote.

4. ADDITIONAL OVERVIEW OF LOCAL INCOME TAX RATES, REVENUES, AND DISTRIBUTIONS

Underwood said there were no differences in the available information from the last meeting of the committee. He said the committee had been presented with the amounts that were allocated and approved for 2018. He said the first estimates for 2019 figures had been released by the state. He said the estimate totaled \$8,321,639, which was an increase from 2018 of almost \$473,000, or 6%. He said the next estimates would be available on August 1, 2018. He anticipated the estimate would go down, as 6% growth was unlikely. He said he would update the committee once he had revised estimates.

Granger asked how much the committee should rely on the initial estimate. Underwood said he would not allocate funds based on the initial estimate. He said he would be shocked if the 6% growth estimate proved to be true. He said he would not be comfortable creating a budget based on the original estimate.

Piedmont-Smith asked if the \$7,828,500 allocated by the committee the previous year had been the amount of public safety dollars actually distributed. Underwood said yes. He explained that once the state certified the amount of funding available that amount was guaranteed to local units. She asked if there had been a 4% increase in funding the previous year. Underwood said it was approximately 4%.

Munson said the growth quotient was based on property taxes, not income, as stated by Underwood. She said it was also based on a rolling average. Underwood clarified that the growth quotient was based on a five-year rolling average of statewide non-farm income. Munson said that because it was a rolling average the committee could anticipate lower growth in funding. Underwood agreed that funding growth would likely slow in the coming years. Munson also pointed out that the Department of Local Government Finance listed distributions for public safety local income tax (PS-LIT) in different amounts than what had been presented to the committee in a chart provided by Underwood. Underwood said that the state controlled the final amounts distributed to local units. He explained those amounts were sometimes not finalized until February of the year in question and that the slight differences were to be expected. He said that the amount allocated to the public safety answering point (PSAP) would be the same because that amount was paid first out of the PS-LIT. He said any differences in amounts would flow down to the four units of government that received proportional shares of the remaining amount (Monroe County, City of Bloomington, Town of Ellettsville, Town of Stinesville). Munson said she simply wanted to call attention to the fact that the committee might be working with amounts that were different than what the state would end up certifying.

Granger asked how it could be that one of the units received less than expected but another unit received more. She asked if the amounts would all go up or down proportionately. Underwood said it had to do with how the state made its calculations. He emphasized that the committee was working with preliminary figures that would change.

Oldham asked how much growth Underwood would expect, given that he was discounting the initial 6% estimate. Underwood said between 3% and 4%.

5. DISCUSSION OF 2019 UNIFIED CENTRAL DISPATCH BUDGET PROPOSED BY POLICY BOARD ON JUNE 26, 2018

Schemmer explained that the 2019 budget for Unified Central Dispatch (Dispatch) had been presented to the Dispatch Policy Board on June 26, 2018. He said the Policy Board voted to approve it at that time. He noted the budget included a request for three additional dispatchers to bring Dispatch up to standards promulgated by the National Emergency Number Association. He said there were three recently hired dispatchers going through training. He also explained that the budget proposal included a request for three supervisor positions. He said Dispatch was requesting PS-LIT funding and combining that with money from the E-911 fund to pay for requested personnel. He briefly described the requested amounts for the other budget categories, as well as proposed funding sources, explaining that money from the E-911 fund could only be used for certain purposes. He noted that there were communications contracts that were expiring and needed to be renewed under other services and charges. He said that Dispatch was requesting \$633,000 from the PS-LIT for capital outlays as a continuation of a communications project started the previous year. He said the request also included money for mobile repeaters and a request of \$512,000 from the E-911 fund to help pay for replacement computer-aided dispatch servers. He said Dispatch also wanted to implement fire, police, and EMS protocols to help dispatchers respond to calls. He said Dispatch was requesting a total of \$2,939,041 from the PS-LIT and \$1,479,635 out of the E-911 fund.

Granger asked why there were funds requested for communications contracts in two different budget lines. Schemmer explained that the request for funds in line 53150 covered the increase in maintenance costs due to expiring warranties.

Yoder asked if there would be any reversions that could help cover expenses for Dispatch. Schemmer said there would potentially be reversion funds available from 2018 to help pay for some of the 2019 requests or to pay for other projects that would not otherwise be funded.

Munson asked why the amount requested for overtime salaries increased from 2018 to 2019 when Dispatch had added additional staff in 2018 and was planning to add even more staff in 2019. Schemmer explained that the County Sheriff's Office had covered a portion of the overtime costs in the past. He said that Dispatch also had a number of staff members out due to illness, which increased overtime costs. He said overtime costs had actually only increased about \$10,000 year over year. He said it also took months to train a new dispatcher. Munson asked if it would be more appropriate to pay for overtime costs out of the E-911 fund rather than the PS-LIT. Schemmer said that Dispatch had chosen not to pay for those costs out of the E-911 fund due to the difficulty in getting additional funds approved. Munson asked why Dispatch could not pay for the cost out of E-911 funds so that any unused amounts would revert back to that fund to be available for any category of need. Underwood said that the budget was constructed in coordination with Monroe County officials. He said that the County had suggested the amounts from the E-911 fund. Munson thought that paying for overtime costs out of E-911 funds would offer more flexibility and encouraged a closer look at the issue the following year.

Granger asked what the balance was in the E-911 fund. Schemmer said it was approximately \$1.5 million at the end of the previous year. Granger asked if there was a typical amount or percentage that should be kept in the fund. Schemmer said there was a balance kept in the fund to help pay for necessary equipment, which was often expensive. Underwood said he could not comment on a specific amount or percentage that should be kept in the fund, as the fund was a county fund. He reiterated Schemmer's point that funds held in reserve helped pay for any unexpected equipment needs.

Piedmont-Smith asked how important the fire protocols were. Schemmer said they were very important as they affected the quality and consistency of service provided. He said implementing the protocols was important for ISO ratings and would also decrease the amount of time it would take to train new dispatchers. He said fire protocols were chosen to be implemented first but there were plans to implement similar protocols for police and EMS responders. Piedmont-Smith asked if the protocols would be used for all fire service providers in the county. Schemmer said yes.

Oldham asked if the protocols ensured that the correct equipment was dispatched in response to a call. Schemmer said yes. Oldham asked whether call volume had increased or decreased from the previous year. Schemmer explained that total call volume had decreased but calls for services had increased. He also noted that calls to the emergency line and calls to the administration line varied. He said that, despite the total call volume decreasing, Dispatch needed the additional staff because dispatchers were often required to remain on calls until the service providers arrived, effectively preventing them from answering other calls.

6. PRESENTATIONS FROM APPLICANTS FOR PUBLIC SAFETY LOCAL INCOME TAX REVENUES

A. Bean Blossom Township Stinesville Volunteer Fire Department, Inc.

Oldham explained that a representative from Bean Blossom was unavailable for the meeting. Sherman noted that the township's application materials had been provided to the committee. He said that the application contained a request made in consultation with other service providers for self-contained breathing apparatus (SCBAs). He said the department was requesting \$73,353.

Granger asked if prices for the SCBAs were consistent for all the service providers and if SCBAs differed from air packs. Mike Cornman, Ellettsville Fire Chief, said that SCBAs and air packs referred to the same thing. He said the price per unit could vary depending on the total number of units purchased. Oldham also said that prices could vary according to the manufacturer. Cornman also noted that the prices listed in applications were quotes.

Piedmont-Smith said she had been in contact with the Bean Blossom Township Trustee Pam Cook about why the price per unit contained in her Township's request was less than the other requesting departments. Piedmont-Smith relayed that it was because Bean Blossom was planning to purchase a basic version of the SCBAs with no added features. Piedmont-Smith wanted to know what features other departments had added to the SCBAs and included in their requests.

Sandberg asked if there were compatibility issues with the SCBAs that should be considered when purchasing a large quantity for various departments. Moore said that most brands of SCBAs were interoperable.

#### B. Benton Township of Monroe County Volunteer Fire Department, Inc.

Zachary Shaw, Assistant Fire Chief, explained that his township was requesting \$50,000 to go toward the purchase of a new mobile water supply fire truck. He said the truck currently in service was approaching the end of its service life and would need to be replaced. He said the township had considered requesting SCBAs but thought that the truck replacement was more pressing. He said the purchase might help the department receive a better ISO rating.

Munson asked for more information about how the truck would help lower the ISO rating. Shaw said the new truck would have the ability to carry more water and to pump that water faster. Munson noted that the department had enough money in its cumulative fund to pay for a new truck. She asked what the requested funds would be used for. Shaw said the \$50,000 would allow the department to buy a nicer truck with a better pump.

Yoder asked how old the current truck was. Shaw said it was almost 20 years old. Yoder asked Shaw to comment on the difficulty of accessing water in the more rural areas of Benton Township. Shaw said there were a number of hydrants that did not pump well. He said the new truck would allow the department to access water in the more rural areas of the township.

Piedmont-Smith asked if the department had budgeted for SCBAs, which Shaw had mentioned his department also needed. Shaw said the department had budgeted to purchase between 20 and 25 SCBAs. Piedmont-Smith asked if the department would have funds available to purchase the replacement SCBAs before the SCBAs in service expired. Shaw said the department's cumulative fund could cover the purchase, but the department also needed the new truck. Piedmont-Smith asked if the department would be willing to cooperate with other departments on a bulk purchase of the SCBAs. Shaw said yes and noted that the idea was already being discussed among departments.

Oldham asked if the department had given any thought to merging with another township department. Shaw said there had been discussions about merging with another department. Oldham asked which department would be the first to provide mutual aid. Shaw said Northern Monroe Fire Territory. Oldham asked if that department had a fire tanker. Shaw said yes. Oldham asked if the Perry-Clear Creek Fire Protection District and the Ellettsville Fire Department also had tankers that could be made available to Benton Township. Shaw said that both departments had tankers but were farther away. He said getting water quickly to a scene where it was needed was very important.

### C. Ellettsville Fire Department

Mike Cornman, Ellettsville Fire Chief, explained that his department was requesting \$250,000 to purchase SCBAs. He said that there had been a grant in 2004 that had allowed most of the departments in the county to purchase SCBAs, which were reaching the end of their service life in 2019. He said a recent effort to receive another grant had been unsuccessful. He said his department was looking at pricing for replacement equipment along with other departments to hopefully save money. He said the equipment requested had additional features and was therefore higher priced.

Piedmont-Smith asked if the requested SCBAs would be used by the Ellettsville Fire Department. Cornman said yes. Piedmont-Smith asked if the Town of Ellettsville was contributing to the purchase of the SCBAs. He said no, but it was possible that the town might be able to help with part of the purchase.

### D. Perry-Clear Creek Fire Protection District

Dustin Dillard, Fire Chief, gave a brief history of the fire protection district. He noted the district was consolidating with Indian Creek Township Fire Department to become the Monroe Fire Protection District as of 2019. He said the amount requested was just over 4% of the PS-LIT revenue. He explained that part of the amount requested would fund personnel. He briefly described the staffing of various stations in the district. He provided information about call volume and type, along with information about mutual aid. He reviewed the district's expenses and revenues. He said the other portion of the amount requested would be used to purchase extrication equipment. He said the district had planned to purchase the equipment itself, but when the recent grant proposal for SCBAs was denied, the district decided to purchase replacement SCBAs instead. He explained that although the district was not requesting funding for SCBAs like some other applicants, the district still needed SCBAs. He detailed the cost estimates for the extrication equipment and what types of equipment would be purchased. He explained how the additional personnel would be utilized and how they would provide benefits to the district and to the public.

Yoder asked if the district would need the same amount of funding in following years if the request for personnel funding was granted. Dillard anticipated being able to fully fund the needed staff in five to ten years. He said the funds requested would provide a jump start to the district.

Munson pointed out that the Fire Protection District would be providing coverage for five townships in 2019. Dillard said the district was already providing coverage for five townships after the consolidation with Indian Creek. Munson asked if the district had money for the SCBAs in its 2019 budget. Dillard said yes. Munson asked if it would be possible to coordinate the purchase of SCBAs with other districts to save money on a bulk purchase. Dillard said yes.

Oldham asked whether consolidating with other departments had helped the district's staffing levels. Dillard said the consolidation with Indian Creek had helped, but the other consolidations had not added to the district's capacity. Oldham asked whether a potential consolidation with Van Buren Township would alleviate the staffing issues. Dillard said it would not alleviate the issues but it would not create any additional problems. Oldham asked if consolidating with Salt Township and Polk Township had exacerbated staffing issues. Dillard said no and explained that consolidating had allowed the district to use the tax levy from those townships to fund additional staff. Oldham asked if consolidation would also lead to equipment and personnel reallocations within the district. Dillard said some reallocation had already taken place.

Piedmont-Smith asked whether the district could purchase the extrication equipment itself if the committee chose to recommend funding for SCBAs for all departments. Dillard said he was unsure whether the committee could recommend funding for SCBAs if his district had not requested funding for that purchase. Piedmont-Smith asked Sherman if funds could only be granted for items specifically requested by applicants. Sherman said he was not sure and the matter could be discussed further.

Oldham asked if the Indian Creek and Van Buren cumulative funds would fall to the district after consolidation. Dillard said Indian Creek did not have a cumulative fund but would get one effective January 2019. He said the district would absorb that fund as part of the consolidation. He said Van Buren did have a cumulative fund that would reset as part of the consolidation. He said whatever money was in the fund before the consolidation might need to be spent down. Oldham asked if that meant there would only be one cumulative fund for the entire district. Dillard said that was correct.

Piedmont-Smith asked how many SCBAs the district was planning on purchasing. Dillard said 45.

#### E. Van Buren Township, Monroe County

Rita Borrow, Van Buren Township trustee, introduced herself and explained that the department was requesting funding for staff. She said that Van Buren, similar to Perry-Clear Creek, needed to purchase SCBAs as well, which it planned to do out of its cumulative fund. She said Van Buren was considering consolidating with the Perry-Clear Creek Fire Protection District and explained some of the thought that had gone into that possibility.

Granger said it seemed like there was a sizeable reserve in the department's cumulative fund. She asked why that fund could not be used to pay for staffing. Borrow said that the equipment needed by the department was quite expensive and was paid for out of the cumulative fund. She said that unexpected equipment needs could be very expensive and money was set aside in the cumulative fund to cover those costs.

#### Public Comment:

Jeff Ellington spoke in favor of the request for a tanker for Benton Township and in favor of SCBAs county-wide.

#### 7. INITIAL DISCUSSION OF RECOMMENDATIONS TO THE MONROE COUNTY LOCAL INCOME TAX COUNCIL

Sherman provided an explanation of the process of allocating PS-LIT revenue to the PSAP, to qualified providers, and to the four units of Bloomington, Ellettsville, Stinesville, and Monroe County.

Piedmont-Smith said the SCBAs were critical pieces of equipment. She suggested reducing the amount allocated to Dispatch to help pay for SCBAs or other equipment departments were requesting because they had already budgeted for SCBAs. She suggested cutting funding for protocols, the consultant, and the training room investment within the Dispatch budget.

Granger wondered why Dispatch paid for the maintenance on Indiana University's recording system for its dispatch center and whether those funds came from the E-911 fund or from the PS-LIT. Schemmer said the funds came out of the E-911 fund. He explained that there had been an agreement for decades related to IU's 911 phone system serving as a backup for Dispatch. Granger said she was less concerned with it given that the funding was coming out of the E-911 fund. Granger said she agreed with Piedmont-Smith's suggestions to help with the purchase of the SCBAs.

Munson said she agreed with Piedmont-Smith and Granger about reducing the budget for Dispatch. She suggested also maintaining the same amount budgeted for overtime pay as the previous year, which she said was \$119,000, so as to reduce the Dispatch budget further.

Sandberg said the overtime budget was actually \$160,000 and disagreed with reducing the amount allocated for overtime below that amount.



Oldham asked for an update on the Dispatch communications project that had started the previous year. Schemmer explained that the purchase of the radios had commenced and was proceeding. He said the purchase of the laptops had been somewhat delayed, but would still be completed within the original two-year time frame. Oldham asked for additional information about the protocols. Schemmer explained how the protocols would be used by dispatchers to ensure the correct questions were asked and that the information was supplied to responders. He said the protocols would help maximize Dispatch's contribution to the ISO rating. Moore added that the protocols helped ensure that the appropriate resources were dispatched in response to calls. He said it drastically increased the efficiency of departments county-wide. He did not view the protocols as something that could be cut from the budget, but rather as something that should have been in place years earlier. Oldham asked Diekhoff if he would like to comment. Diekhoff cautioned against cutting anything from the Dispatch budget.

Granger liked the opportunity to support the individual fire departments and their purchase of SCBAs. She suggested fully funding the budget requested by Dispatch along with the purchase of SCBAs.

Sandberg suggested that the committee not make any recommendations until it had a chance to more fully consider the issue. She said she would like to get more information before making any decisions.

Underwood suggested that the committee hear from the City of Bloomington and the County Sheriff's Office before making any recommendations, as those entities also had needs for funding. He suggested inviting the four units that would receive PS-LIT funding (Monroe County, City of Bloomington, Town of Ellettsville, Town of Stinesville) to make a presentation.

Oldham asked Moore about a recent SCBA purchase made by the City of Bloomington. Moore explained that the city had entered into a purchase agreement alongside Indianapolis to get a better price on SCBAs. He said that the agreement was still in place and would allow the local departments to purchase SCBAs at the same prices. He said the total contract cost \$600,000 and estimated the price per SCBA at approximately \$4,500 to \$5,000.

Munson said she wanted to know the number of SCBAs each department intended to purchase whether or not it was part of their requests for PS-LIT funding. She also pointed out that the budgets for the Sheriff and the jail were still in process. She suggested hearing about those budgets before the committee made any recommendations.

Piedmont-Smith suggested funding approximately half of the purchase of SCBAs county-wide, which she estimated would cost \$340,000. She thought that could be accomplished through reducing the budget for dispatch by not funding the protocols, the consultant, and the training room, which would provide around \$296,500. She said the remaining funds could come out of the amount that remained for the four units.

Cornman said he could provide additional information about SCBAs to the committee the next day. Oldham asked if Cornman would also provide information on the number of SCBAs needed.

Piedmont-Smith asked why the departments would not take advantage of the purchase agreement secured by the City of Bloomington during its purchase of SCBAs. Cornman said the departments had to purchase the equipment that worked best for their needs. He said there was some more evaluation that still needed to take place. Piedmont-Smith encouraged the departments to look into utilizing the deal negotiated in the purchase agreement.

Yoder suggested that the townships or units could decide how best to spend the funding they received, if the committee recommended any funding.

Oldham asked if the SCBAs included the entire equipment package and not just the air bottles. Cornman said it was all of the equipment. He explained that the bottles had an expiration date of May 2019 and that the components were two cycles out of approval from national fire protection standards. Oldham asked if the components expired. Cornman said no but cautioned against only replacing the bottles.

Munson wondered whether funding recommendations made by the committee had to be earmarked for a specific purpose.

Dillard said he could provide additional information to the committee about SCBAs before its August 7<sup>th</sup> meeting.

#### 8. OTHER BUSINESS AND FINAL COMMENTS

The committee discussed its upcoming schedule and the information it needed before making any recommendations.

Sandberg moved and it was seconded to cancel the meeting scheduled for July 12, 2018, schedule a meeting for July 31, 2018 at 5:30 p.m., require committee members to submit questions by July 18, 2018 and to require responses to those questions be provided by August 1, 2018. The motion was approved by voice vote.

#### 9. ADJOURNMENT

The meeting was adjourned at 8:12 p.m.